



DEPARTMENT OF SUSTAINABLE DEVELOPMENT
4800 WEST COPANS ROAD
COCONUT CREEK, FLORIDA 33063

CITY OF COCONUT CREEK

Home Business Tax Receipt Application

(keep this sheet for your records)

CHECKLIST

Mandatory Documents

- Lease Agreement or Warranty Deed
- Articles of Incorporation / Partnership Paper / LLC Papers
- Payment must be made at time of submittal (\$102.10 + \$25 application fee = Total of \$127.10 – HOME BUSINESS ONLY)

'If applicable' Documents to be included only if they apply to you

- Exemption Status 501C (*if applicable*)
- Fictitious Name Registration/DBA filed with State (*if applicable*)
- Authorization Letter from Landlord and/or HOA

- From Broward County
 - Broward County Certificate of Competency (*required for most building, construction, and trade industries*)
 - Broward County HRS Child Care License (*required if child care operator*)
 - Broward County ALF (*Assisted Living Facility*)
 - Broward County Adult Living Facility / Adult Care Facility

- From State
 - Professional State License from Dept. of Business & Professional Regulations (*required for most professions*)
 - Annual Food Permit
 - State Certification (*as required per business type*)





Home Business Tax Receipt Application

(Office use only) Business ID # _____

APPLICATION TYPE			
<input type="checkbox"/> New Home Business	<input type="checkbox"/> Changes		Existing Business ID Number
	<input type="checkbox"/> Location Change <input type="checkbox"/> Business Name Change		
BUSINESS TYPE			
<input type="checkbox"/> Individual (if individual, move on to next section) <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation		<input type="checkbox"/> LLC <input type="checkbox"/> Food Vendor/Lunch Truck (attach Food Vendor Supplement) <input type="checkbox"/> Other _____	
BUSINESS INFORMATION			
Business Name			
DBA Name (if applicable)		Fed ID #	
Contact Name		Phone	
Email		Fax	
Address			
Development (subdivision, condo, etc.)			
Leasing Agent/Owner (if applicable)		Phone	
Area of room(s) to be utilized for business (bedroom, etc.)			
Location address for storage of required equipment, material and supplies (NOTE: Please see Affidavit relative to storage of material)			
NOTE: Please be advised that some subdivisions, condominiums, apartment complexes, and mobile home parks may have restrictions relating to the conduct of a business in a residentially zoned area. It is the applicant's responsibility to inquire into said restrictions.			
DETAILED DESCRIPTION OF BUSINESS			
Days and Hours of Operation			
OWNER INFORMATION			
Owner Name			
Phone		Email	
Address			

OFFICE USE ONLY			
Approved Date		Approved By	
Contingencies/Reasons			
Rejected Date		Rejected By	
Contingencies/Reasons			



Home Business Affidavit

The City reviews proposals for Home Businesses within residentially zoned districts. This review is necessary to assure that the business does not interfere with the primary residential use, is strictly secondary, and will not change the residential character. The following regulations affect Home Businesses. Read, sign, and notarize the affidavit.

1. **Only the people who live at the dwelling shall be involved in the business.**
2. The business is clearly incidental and secondary to the use of the dwelling for dwelling purposes.
3. The use does not change the character of the dwelling, and the appearance of the dwelling cannot be altered to accommodate the business.
4. The garage or other accessory structure shall not be used for the repair, storage, manufacturing, retailing, or warehousing of merchandise or goods that would interfere with the ability to park the number of vehicles it was designed to accommodate.
5. Storing of hazardous or flammable materials, outdoor storage or display of goods is prohibited.
6. The business shall not emit noise, sounds, smoke, fumes, odors, vibrations or interference that would create a nuisance. No public health or safety risks shall be created by the home occupation.
7. Commercial vehicles as defined in Sect. 19-37(1)(a) of the City Code, shall only be parked within an enclosed garage or designated area. Utility trailers used for the business shall not be parked or stored anywhere on the property, including the side and rear yard, even if they are covered or within a fenced-in yard.
8. No deliveries of merchandise are allowed to the residence by heavy commercial vehicles as defined in Section 19-37(1)(b) of the City Code with the exception of cube, box and step vans as described in Section 19-37(1)(b)8.
9. No employees, clients, or customers are allowed on the premises to conduct business.
10. No signage may be displayed on the premises.
11. The home occupation known as family day care home, as defined in F.S. Section 402.302(5), shall be licensed in the following manner. The operator of the family day care home shall provide evidence of compliance with all provisions set forth in F.S. Section 402.301 et. seq., and compliance with any ordinance or resolution adopted by the county pursuant to the provisions set forth in the above-referenced statute.

AFFIDAVIT Sign in Presence of Notary Only

I hereby affirm that I have read the above and agree to comply with said regulations and further understand that failure to comply may result in revocation of my Business Tax Receipt. Upon compliance with the foregoing procedure and after payment of the tax, the Director of the Department of Sustainable Development or his/her designee shall issue a Business Tax Receipt for the home occupation. Any Business Tax Receipt may be revoked by the Code Enforcement Board, uniform citation process, or Special Magistrate pursuant to the procedures set forth in Section 18-35 relating to suspension or revocation of the Business Tax Receipt.

Signature	Print	Date
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STATE OF FLORIDA, COUNTY OF BROWARD, SWORN TO AND SUBSCRIBED BEFORE ME

THIS _____ DAY OF _____, 20_____.

<input type="checkbox"/> Personally Known	<input type="checkbox"/> Produced ID	ID Type & #:
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Notary Public (sign & stamp)	
	Notary Signature